APPENDIX IV

Weekly Training Progress Report

WEEK 1 TRAINING PROGRESS REPORT

Trainee	Evaluation Period From: To:	Date

This performance evaluation scale with ratings between 1 and 4 indicates the trainee's performance during this week. The following describes the value of the numerical rating:

4 – BETTER THAN ACCEPTABLE: Performance exceeds the agency's standard

3 – ACCEPTABLE: Performance meets the agency's standard

2 – IMPROVEMENT IS NEEDED: Performance is progressing toward acceptable but does not yet meet the agency's standard

1 – UNACCEPTABLE: Performance is not at an acceptable level

NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remediation, shows no improvement in performance

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level.

PERFORMANCE AREAS	NRT	1	2	3	4

I have reviewed this Training Progress Report with my Field Training Officer. I wish to discuss the evaluation with the FTP Supervisor/Administrator/Coordinator: _____ Yes _____ No.

_____ _____

Trainee's Signature Date FTO's Signature Date

_____

FTP SAC's Signature Date

TRAINING PROGRESS REPORT
NARRATIVE CONTINUATION FORM

WEEK # _____
PAGE ____ OF ____

Trainee's Signature Date

FTO's Signature Date

FTP SAC's Signature Date